

Pre-Submission Meeting Talking Points

Project Name: CREIGHTON STREET IMPROVEMENTS PROJECT

A. Review of Contract Requirements/Expectations

- Type of Contract: Low Bid
- Calendar Days: 300 days
- Required Forms
 - Please ensure to sign and date the 010, 025, & SBEDA Subcontractor/Supplier Utilization Plan Form and all Addendum acknowledgment forms.
 - Bid Bond is required
- Insurance & Bonds (Must be submitted within 10 days of contract award)
 - Certificate of Insurance (Article 11: General Conditions)
 - Waiver of Subrogation
 - Endorsements
 - Payment and Performance Bonds
- Labor Compliance (Wage & Hour)
 - The prevailing wage rates are listed on the 010 Invitation for Bid form as well as separate document in within the bid documents.

B. Submission of Responses

- Written Submission Deadline is Friday, July 27, by 2:00 P.M.
- Submittals are due **Tuesday, August 7, by 2:00 P.M.**
- Hand Delivery Location: City Clerk's Office, 2nd Floor of City Hall at 100 Military Plaza
- If mailed, packages need to be delivered and opened by 2:00 P.M. of Bid Opening date

C. Post Meeting Information –

- **Review Website** (<http://epay.sanantonio.gov/RFPListings/>)
- Summary of Pre-Submission Conference including questions/responses and a list of attendees;
- Amendments/Addenda to the solicitation/proposal
- Responses to questions presented subsequent to Pre-submission Conference, if any, and received prior to the deadline for questions.

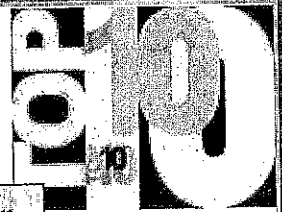
D. Restriction on Communication (040 Form, Section 12)

- Respondents are prohibited from communication with the city staff and city officials regarding this solicitation with the following exceptions.
 - SBEDA Staff may be contacted for assistance
 - Written questions and comments concerning the solicitation shall be sent to the PM and directed to the consultant. These questions must be received before the submittal deadline.
- Answers by consultants/or city will be given in writing to all prospective respondents in addendum form.

E. Background on the Project:

- Reconstruct and widen Creighton Avenue from Southcross Blvd. to Griffin Avenue from an existing 24-ft pavement width to 27-ft pavement width. Install concrete curb and gutters, driveway approaches, ADA wheelchair ramps and a 4-foot sidewalk on the east side of Creighton Street.
- Install approximately 2,600 linear feet of PVC water main ranging from 4-inches to 12-inches, tie-ins, services, valves and fire hydrants.
- Install approximately 2,500 linear feet of 8-inch and 10 inch PVC sewer main, sewer laterals and manholes.
- Install approximately 2,400 linear feet of gas lines ranging in sizes from 2-inches to 16-inches.

COMPLIANCE - TOP 10



1

Post the appropriate Wage Determination for the project in a conspicuous location.

2

Pay time-and-a-half to workers who work on any of the 7 listed City Holidays.

3

Pay time-and-a-half to workers who work in excess of 40 hours in a given week.

4

Workers must be classified for the work performed, in accordance to the Wage Determination.

5

Prime Contractor is accountable and responsible for ensuring that all workers are paid the prevailing wage rates, including subcontractors.

6

Certified payrolls must be submitted through the LCP Tracker System, weekly.

7

Apprentices must be registered in an Apprenticeship Training Program which is approved by the US Department of Labor.

8

All workers must be paid on an hourly rate basis. No piece work or day labor rates.

9

Site Visits may be conducted to ensure proper work classification and wage rates.

10

If workers are underpaid, restitution to the worker is required and the City will impose penalties in accordance to the contract.

Project Name: Creighton Street Improvements

Pre-Submittal Date: July 25, 2012

SBEDA Affirmative Procurement Initiative: 25% SBE Subcontracting Goal; 15% M/WBE Subcontracting Goal

I. Subcontracting Program

- **25%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **15%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- Certified M/WBE's must also be certified SBE's
- First tier certified SBE(s) and M/WBE(s) will count toward the percentage goal
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (Subcontractor/Supplier Utilization Form)
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Form or meet the subcontracting requirement will deem its response nonresponsive
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***

II. Eligibility Criteria

- Eligibility Certification:
 - SBE
 - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact Maria Godina at 210.207.5438 maria.godina@sanantonio.gov

III. Waivers & Exceptions

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
 - Form is available at www.sanantonio.gov/edd/SmallBusiness/
 - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
 - Form available at www.sanantonio.gov/edd/SmallBusiness/
 - Exception request must fully document why:
 - ◆ Value of contract is below \$50,000;
 - ◆ No commercially-useful subcontracting opportunities exist; or
 - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact Aurora Perkins at 210.207.3996 or aurora.perkins@sanantonio.gov

IV. Central Vendor Registry (CVR)

- All contractors/consultants wishing to do business with the City must first register in the CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118